RECOGNIZED STUDENT ORGANIZATION RESOURCE GUIDE

THE UNIVERSITY OF SOUTHERN CALIFORNIA

USC Student Affairs
Campus Activities
COMMONLY USED ACRONYMS:

**GSG**: Graduate Student Government

**RCC**: Recreational Club Council

**RSO**: Recognized Student Organizations

**USG**: Undergraduate Student Government

QUICKLINKS:

**Recognition Application**: https://campusactivities.usc.edu/new-student-organizations/

**FAQ's**: https://campusactivities.usc.edu/faqs-2/

**engageSC**: https://usc.campuslabs.com/engage

CAMPUS ACTIVITIES OFFICE:

Ronald Tutor Campus Center
Steven and Kathryn Sample Hall (SKS) 410
Los Angeles, CA 90089-3103

213.740.5693
stuacts@usc.edu
https://campusactivities.usc.edu/
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INTRODUCTION | CAMPUS ACTIVITIES

OUR MISSION

To build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience.

OUR GOALS

Campus Activities objectives align with the Division of Student Affairs Strategic Goals by:

- building confident leaders through initiatives that engage students in conversation of personal, group, and community values;
- providing students with the necessary skills to create community-focused programming;
- creating a transformative educational experience outside of the classroom;
- fostering peer leadership and serving as a neutral and unbiased resource to all student organizations;
- promoting diversity, inclusion, and cultural awareness;
- establishing safe environments to build healthy, social relationships.

https://campusactivities.usc.edu/about/
RECOGNITION

AN RSO IS A STUDENT ORGANIZATION THAT HAS BEEN RECOGNIZED THROUGH CAMPUS ACTIVITIES. ALL RSOS MUST RE-APPLY FOR RECOGNITION ON AN ANNUAL BASIS.

The recognition process must be completed during the first six weeks of classes for organizations seeking re-recognition. Deadlines for new student organizations can be found on the website: https://campusactivities.usc.edu/new-student-organizations/

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<th>BASIC REQUIRED MATERIALS</th>
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<td>• 10 Student members</td>
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RSO PRIVILEGES

- Receive and post messages on the student organization electronic mailing list.
- Reserve campus facilities for events, programs and meetings.
- Apply for university funding (including student program fee monies).
- Conduct fundraising efforts within the stated Sales and Fundraising Policies of the university.
- Receive a discount on selected facility and equipment rentals.
- Use a campus mailing address and/or mailbox.
- Post notices on campus, within the posting policy.
- Access organizational email and web accounts (the university will place the following disclaimer at the bottom of each organization’s website: USC does not control the content herein and takes no responsibility for any inaccurate, indecent or objectionable content, which is the sole responsibility of the student author).
- Access banking services at the USC Credit Union and/or through Campus Activities.
- Use the name, logo or other trademarks of the university, while making clear to a reasonable person not from the campus that the organization is a student organization at the university and not the university itself.
- Use the poster room in Campus Activities office.
- Post events on engageSC.
In return for the privileges granted to RSO’s, the university expects all student organizations to abide by all university policies, regulations and procedures as defined in SCampus
CONSTITUTION REQUIREMENTS

OPEN MEMBERSHIP
Part 1. All currently enrolled "ABC" majors, both undergraduate and graduate, are eligible to be voting members.
Part 2. All other USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members.
Part 4. All members are required to demonstrate support for the purpose of this organization.
Part 5. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

PURPOSE
Part 1. The purpose of this organization is "ABC"
Part 2. All activities of this organization must be directed toward this purpose.

NAME
Part 1. The official name for this organization is "ABC"
Part 2. This organization will use the name or its acronym "ABC", in all publicity materials and correspondence.
AFFILIATIONS

Section A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. “ABC” accepts full financial and production responsibility for all activities it sponsors.

Part 4. “ABC” agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of “ABC” differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

SAMPLE CONSTITUTION

https://campusactivities.usc.edu/files/2017/08/sample_constitution_5.doc
TIPS FOR CONSTITUTION WRITING

Think about how you want to run your organization:
- Executive Team
- Duties
- Composition
- Running for Office
- Requirements
- Meetings
- Committees
- Voting
- Amendments
- Membership
- Responsibilities
- Withdrawal

You can start a new RSO only if your group has a sizable and recognizable difference in goals and missions to existing RSOs. Your group will need to make a distinction in order to avoid confusion and overlap.

Students can find for a comprehensive list of Recognized Student Organizations (RSOs) and information for each group on engageSC.
MEMBERSHIP

REQUIREMENTS
- Open
- No barriers to membership
- All RSOs must limit participation to students, faculty, staff, alumni and alumnae of the university. All RSOs must limit voting members and officers to currently enrolled USC students. An RSO can be more selective in their requirements for voting members (i.e. currently enrolled business majors).
- All RSOs must refrain from discriminating in membership decisions, elections and all other matters on the basis of race, creed or religion, sex*, age, ethnicity, disability, sexual orientation, gender identity, medical condition and national origin. A statement to this effect should appear in the constitution of all RSOs.
- *Except those exempted from Title IX compliance: [https://www.justice.gov/crt/title-ix](https://www.justice.gov/crt/title-ix)

DISTINGUISHMENT
- Application based on purpose of organization is permissible
- Immediate membership
- Must not have any kind of process to become a “full” member
- Voting vs. non-voting membership
- An RSOs must limit its voting members and officers to currently enrolled USC students. Any additional requirements are at the discretion of the RSO.
- Executive board
RECRUITMENT

IN VOL VEM ENT FAIR
• First Wednesday & Thursday of classes each semester
• Sign ups happen a few weeks before, RSOs will receive a sign up email
• Sign ups are first come first served
• There is no waiting list but un-reserved RSOs are encouraged to arrive the day of the events for a standby line
• Bring recruitment materials, laptops, and come prepared with anything you need
• Follow up with people who sign your interest lists

SUSTAINING MEMBERSHIP
• Regular meetings that promote open dialogue and encourage participation
• Open and fair transfers of leadership that involve the entire organization
• Sense of ownership (committees etc.) that allow joint accountability and engaged participation
• Partnerships and collaborations with other RSOs, companies, and USC departments and units

GENERAL ADVICE
• Always follow up with anyone who expresses interest or attends your events
• Maintain active online presence
• Host open meetings and events
• Have a robust process for joining, and a clear application structure
ADVISORS

MUST BE FULL TIME MEMBER OF FACULTY OR STAFF

ELIGIBILITY

Please use the below directory to search for your advisor. If they do not show up, they are ineligible to serve as your advisor.

https://uscdirectory.usc.edu/web/directory/faculty-staff/

RESPONSIBILITIES OF ADVISORS

- Serve as a resource for the organization.
- Counsel and advise student organizations by asking the “tough” questions, assisting students in their thinking process and challenging the organization to go beyond the status quo.
- Provide continuity for an organization as they can pass along valuable information regarding the history of the organization and their past accomplishments.
- Improve the effectiveness of an organization while also assisting in the positive development of the students.
- Any USC faculty or staff member can serve as an RSO advisor. All member clubs in the Recreational Club Council are required to use the Club Sports Coordinator as their advisor.
BRANDING

USC NAME

- Only RSOs are permitted to use the name, logo and other trademarks of the university, while making it clear that the RSO is not a part of the university itself. Use of the name, logo or other trademarks must be consistent with the **USC Graphic Identity Program**, including those specified in the Sales and Fundraising Policies (see Section G.7. Sales and Fundraising). Please see Trademarks and Licensing for more information: https://trademarks.usc.edu/
- Example of RSO name that is not permitted: USC Wiffleball
- Examples of RSO names that are allowed: Wiffleball at USC; Trojan Wiffleball; SC Wiffleball
- Unpermitted names may not be used in any RSO materials including social media, apparel and websites.

TRADEMARKS

Apply Here:
https://trademarks.usc.edu/apply/
AFFILIATIONS

If an RSO is affiliated with other off-campus organizations, the RSO must submit a copy of the constitution, articles of incorporation or other governance document of the external organization for university approval during the on-campus recognition process. Policies are subject to change. Refer to the Campus Activities website for current policies and procedures:
https://campusactivities.usc.edu/organizations/recognition/
Where university policies or regulations conflict with student organization constitutions or bylaws, the university policies or regulations will govern.

NON-PROFITS
• Articles of Incorporation
• Constitution
• Chapter Letter
• Fronting: RSOs (or individual members while acting in any capacity for the RSO) may not conduct for-profit or commercial activities (or facilitate the for-profit or commercial activities of others).

RELIGIOUS INSTITUTIONS
• Religious organizations seeking recognition must complete the guidelines outlined on the Office of Religious Life website prior to recognition. This must be uploaded to engageSC during the recognition process. More information can be found here: https://orl.usc.edu/organizations/recognition/application/

FRATERNITIES & SORORITIES
• Operated by the Office of Fraternity and Sorority Leadership Development not Campus Activities
• https://greeklife.usc.edu

ACADEMIC & PROFESSIONAL
• Must be open
EngageSC

https://usc.campuslabs.com/engage/

EngageSC is the online platform for campus involvement. Log on to explore the hundreds of RSOs on campus, join existing RSOs, create new RSOs, connect with other students, see a calendar of RSO events, and more.

ANNOUNCEMENTS & NEWS

- News created on Engage populate on the home page of Engage SC
- To create a News Article, navigate to the Action Center for the org by clicking "Manage Organization" in the top right hand corner of the organization page.
- Open up the organization tool drawer and click "News." Click the blue +Create Article button to get started. The first questions on the page will ask for a title, summary, and the content of the article. You can also select a headline image (see this article for best image dimensions). This image will appear in the news ticker next to your summary, as well as at the top of your article. Upload the image by clicking Choose File and then select the image you wish to include. Do not forget to also include an image caption.
- When you're finished, hit Save at the bottom to create your post. Your article will automatically post to your organization's wall and community-wide news listing, subject to the privacy settings you selected.
Officers of an RSO are able to post photos and videos on their Engage SC profile.

To add photos to your organization's gallery, follow these steps:

- Go to the Action Center for your organization by clicking on your Switchboard and selecting Manage.
- Open your organization tool drawer and select Gallery.
- Select Create New Album. Enter a name for the album and a brief description. Indicate who can view the photo album based on their position. Click Create Album. If you are wanting to add photos to an existing album, you can bypass this step!
- Click on the title of the album.
- Click “Add Photos”.
- Select the file(s) from a saved location and include a caption. (you may also drag and drop multiple images from your desktop into the upload area. This feature is dependent on specific technology in modern browsers, your browser may not support drag and drop.
- Click Upload All.
**EVENTS**

- Officers of an RSO are able to create public facing events on the Engage SC platform.
- To create an event, go to the Action Center for your organization and select the Events tool.
- Look for the +Create Event button at the top of the page. Remember, you will only see this option if you have full management access over events.
- Click on Create Event in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations.
- For an in-depth walkthrough of the event creation process, please view this page: https://engagesupport.campuslabs.com/hc/en-us/articles/204033924

**UPLOADING DOCUMENTS**

- To find or download your constitution, please have an officer navigate to your RSO Action Center, select "Documents" and download the constitution.
- To find or download your letter of recognition, please have an officer navigate to your RSO page and download the letter found on the homepage of your profile.
- To upload other documents, Navigate to the Action Center of your organization and select "Documents" from the Organization Tool Drawer.
- Look at this page for more information: https://engagesupport.campuslabs.com/hc/en-us/articles/204032404-Documents-Overview
MANAGING POSITIONS

To manage your positions, please go to your organization's page, click manage in the top right corner, click the hamburger menu in the top left, and select roster. Scroll down to view a list of members and click edit in order to change their positions. Please do this when you elect new leadership.

PRIMARY CONTACT

To update your primary contact, please go to your organization's page, click manage in the top right corner, click the hamburger menu in the top left, and select roster. You will see the primary contact immediately listed and can click edit to change the designation.

ROSTER

To invite members into your organization, please go to your organization's page, click manage in the top right corner, click the hamburger menu in the top left, and select roster. In the top right, you will then see an "invite people" button.

ADDITIONAL RESOURCES

**EVENT PLANNING**

**POLICY**

- Part G, Section 4 https://policy.usc.edu/scampus-part-g/
- Non-compliance with any of Trojan Event Services guidelines will constitute a violation. The first violation constitutes a written warning. The second violation will result in a fine determined by the nature of the violation. The third violation can result in the loss of all Trojan Event Services privileges.

**GENERAL TIPS**

**SET A BUDGET**
- Annual or semesterly
- Designate a treasurer as a central coordinator of money to and from the RSO

**PLANNING DATES**
- Events on Engage, setting a good pace for the semester
- Strategize carefully and remember holidays, breaks, and other unexpected bumps can and will occur

**HAVE COMMITTEES**
- Different functions that provide and delegate the work across your RSO
- Ownership and Accountability can be promoted via committee work

  **Always have an alternate plan in case of unforeseen circumstances.**
EVENT PLANNING

TROJAN EVENT SERVICES

- Online Form: https://trojanevents.usc.edu/tcc/tcc-reservations/
- Bovard, TCC, outdoor spaces, general event planning guidance and permits for amplified sound, etc.
- Please give at least 2 weeks lead-in with more time for more complex events
- Please contact 213-740-6728 with any questions, not Campus Activities,

CLASSROOM SCHEDULING

- Online Form: https://usccampusactivities.wufoo.com/forms/classroom-space-request-form/
- Able to set recurring meetings
- Please give at least 2 weeks lead-in
- Be prepared for some flexibility in your dates at the beginning of each semester
- Please contact Classroom.scheduling@usc.edu with any questions, not Campus Activities,

FACILITIES MANAGEMENT

- Useful to collaborate on issues concerning campus: Post-event cleanups, fountain issues, etc.
- https://facilities.usc.edu
RISK MANAGEMENT

http://risk.usc.edu/

CONTACTS

Gail Kaufman-Starks, A.R.M.
Director of Risk Management and Insurance
Office (213)740-7518 | Cell (213) 590-9977
GSTarks@usc.edu

Jaime Aquino, A.R.M
Senior Risk Analyst
Department of Risk Management and Insurance
Office (213)740-6203 | Cell (213) 379-1235
Aquinosu@usc.edu

Please meet with them if you have questions or are planning high-risk events or activities. This may be a prerequisite prior to recognition determined on a case-by-case basis.
MINORS

All student organizations with programs involving minors must be registered with the Office of Equity & Diversity as part of the recognition process.

Program registration: https://urldefense.proofpoint.com/v2/url?u=https-3A__live.origamirisk.com__Origami_IncidentEntry_Direct-3Ftoken-3DI4qWhtXonFvTWD9xTPIAi2yCo7RF14XELUuxG0IogdPgCafIzItBcXEmJRgL31LW2YbaMGRYwjdilNKBqQJYZbsLQyQdjbH5QQTc367gXPHjhMPLPo6BiKr5NTDsC1c%d=DwMFAg&c=clK7kQUTWtAVEOVIgvi0NU5BOUHhpN0H8p7CSfnc_gl&r=7AjtzCOjPvoRft8alVNkqw&m=V5RZm9fFl_A2_f6R4C15erFzqu-OVktQ0seMW8kBbA&s=KguWmlqvjU33eXCGOjEEUD8PW8Py2eOBKxPVzmuGE2k&e=

For any questions, please contact:
Anne Calvo
annecalv@usc.edu
Office of Youth Protection
CREDIT UNION

RSOs may only open a bank account with the USC Credit Union. These accounts CANNOT accept any University money. Please go to the Credit Union to establish the account.

ACCOUNT CREATION

- A print out of a screenshot of your roster list from engageSC showing 10 members and the name of your Faculty/Staff Advisor.
- A letter from your Faculty/Staff Advisor on USC letterhead authorizing and including the following:
  - Name of Student Organization (Not to include USC or University of Southern California)
  - Employer Identification Number
  - Name(s) and Student ID #(s) of Authorized Signer(s)
  - Signature of Advisor
- Completed Student Organization Account Application
- Completed Student Organization Account Agreement.
- Completed Authorized Signer Application.
- A clear, color copy of BOTH government issued ID and USC student ID for each authorized signer.
- Link to Account Creation Forms:
  https://campusactivities.usc.edu/files/2015/08/New-Account-Package.pdf

CHANGING YOUR SIGNER

- Same process and materials as above
- Link to Changing Signers Forms:
EMAIL ADDRESS

RSOs are eligible to have their own email address. To make a request for an email, please follow the directions here: https://campusactivities.usc.edu/organizations/resources/

MAILING ADDRESS

RSOs may receive mail for their organization at the following address:

Attn: Your RSO’s Full Name
University of Southern California
Office of Campus Activities SKS 410
3607 Trousdale Parkway
Los Angeles, CA 90089-3103

RCC clubs may receive mail at the Lyon Center at the following address:

Attn: Your RSO’s Full Name
University of Southern California
1026 W. 34th St.
Los Angeles, CA 90089
FUNDING

STUDENT GOVERNMENT
PLEASE NOTE THAT CAMPUS ACTIVITIES DOES NOT OVERSEE FUNDING REQUESTS.

USG
Funding Boards:
- Discretionary $4100
- Discretionary Start-Up $500
- Leadership $3600
- Philanthropy $5000
- Professional $2500
- Academic $1000

Caps:
- Funding caps for each board at different points in each semester.
- Apply early and plan in advance.

Application:
- Have official invoices and numbers for your event.
- Submit an application online
- Present to your respective board
- Example presentation is on our website
- Maintain 48 hour response time with email communication

Information:
- Application and more information is available at usg.usc.edu/funding.
- Contact usgtreas@usc.edu with any questions.
FUNDING

GSG

Funding Boards
- Discretionary $2500
- Volunteer $2500
- Social Justice $2500
- Joint $2500
- Umbrella $2500 (as defined by GSG)

Caps
- First Come, First Served;
- Events “open” to all grad students
- Funding caps for each board at different points in each semester.
- Apply early and plan in advance.

Application
- Complete online GSG Finance Orientation
- Sign up for the Finance Newsletter for updates
- Have event details and formal vendor quotes ready
- Make an account on Pluto to apply within our deadlines
- The Finance Committee reviews applications weekly.
- Funding is not guaranteed, even if an event has been funded in the past, and may be revoked in response to policy violations.

Information
- These and other resources are available at gsg.usc.edu.
- Contact gsgfinea@usc.edu with any questions.
FUNDING

OUTSIDE PARTNERSHIPS

- Corporate and other partnerships are open for RSOs to pursue pending approval. The Office of Campus Activities does not oversee this type of funding.
- Approval can be obtained by contacting Alex Cuevas: https://scsponsorship.usc.edu/contact/

INTERNAL PARTNERSHIPS

Internal partnerships are open for RSOs to pursue. The Office of Campus Activities does not oversee this type of funding. Some examples include:
- Academic Departments
- Student Affairs Departments
- Other RSOs
- The Career Center
- Residential Student Government

REIMBURSEMENTS

Funding boards through USG and GSG will not reimburse an RSO; they will only make direct payments to vendors. Some academic departments may distribute reimbursements, but that is up to their individual discretion. Those RSOs with University accounts may be eligible for reimbursement – please contact the Peer Leadership Team (or the RCC Executive Board for member RSOs) for more information.
LEADERSHIP, EDUCATION, AND DEVELOPMENT

WORKSHOPS

Leadership development workshops are offered to RSOS that are designed to test, build and educate leaders at all levels. We invite your organization to request a workshop on topics relevant to you and your organization leadership development goals.

Each workshop is approximately 60 minutes.

You must have at least 10 members to request a workshop and are responsible for booking a room through Trojan Events Services.

Workshops must be requested two weeks in advance and should be between 10 a.m. - 6 p.m.

Request a workshop through engageSC: https://usc.campuslabs.com/engage/submitter/form/start/240476